

# Application and Selection Process

In an effort to obtain mature students who are sincerely interested in the federal criminal justice field, the following procedures have been formulated for the selection of student interns. Interested students are requested to submit the following documents to the Program Development Coordinator:

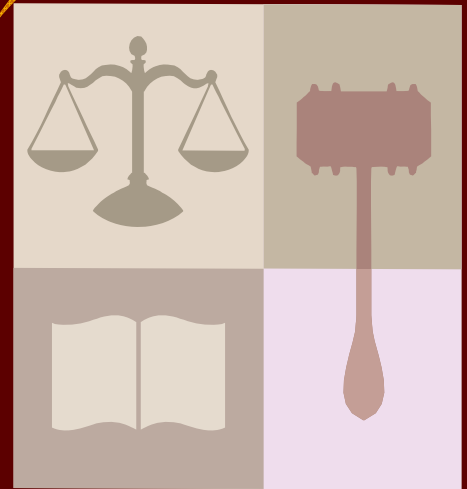
- Letter of interest/cover letter and resume outlining educational background, work experience, awards/achievements, and noteworthy accomplishments
- Copy of transcript of college credits

Prospective interns must submit requested materials to the Program Development Coordinator, at the following address:

George M. Walker, Chief  
United States Pretrial Services Officer  
C/O Devona Gardner, Sr. U.S. Pretrial Services Officer  
Intern Program Development Coordinator  
312 North Spring St., Rm. 754  
Los Angeles, CA 90012

If you have any questions, please refer to the Employment/Internship Program content at [www.cacpt.uscourts.gov](http://www.cacpt.uscourts.gov) or you may contact

Devona Gardner at 213/894-4029 or via e-mail at [devona\\_gardner@cacpt.uscourts.gov](mailto:devona_gardner@cacpt.uscourts.gov).



## SELECTION PROCESS

After screening of applications, the Program Development Coordinator will contact student intern/volunteer candidates, who are considered for placement, and arrange for a visit to the U.S. Pretrial Services Office for the purpose of a personal interview.

The interview will be conducted by the Chief and/or Deputy Chief U.S. Pretrial Services Officer, Development Coordinator, and a Supervisory Pretrial Services Officer from where the student intern will be placed.